



January 22, 2021
 APO-RFQ -949332

REQUEST FOR QUOTATION

Name of Company :
 Address :
 Business Permit # :
 TIN :
 Philgeps# :

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative and copies of your eligibility requirements not later than January 26, 2021.

The quotations may be submitted at the address 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Fax No. 82825309 (loc. 235/234) or thru email at purchasing@apo.gov.ph



 Ma. Merla D. Escobar
 Purchasing Manager

After having carefully read and accept the Terms and Conditions, I/we submit our quotation for the item/s as follows:

Item No.	List of Machines	Quantity	Rate/Hour	No. of Hours	Amount	Lease Period	Statement of Compliance
1	4-Color Web Offset Press	1 unit		107.5		30 days	
2	Collating Machine	1 unit		125.5			
3	Guillotine Cutter	1 unit		75.5			

Note: Please see Annex "A" for the Machine Technical Specification, Annex "B" for the Terms and Conditions.

 Signature over Printed Name
 Contact Number

- Approved budget shall be PhP 503,000.00
- Payment shall be based on the Total Number of Accumulated Used of Machines and Equipment, subject to the submission of the following documents: (i) Work Order, (ii) Delivery Receipt with Inspection, (iii) Billing Statement/Billing Invoice, (iv) Summary of Machine Utilization Report, and (v) all other required documents based on existing accounting and auditing laws, rules and regulations.

Lease of Various Printing Machines and Equipment with Operational and Technical Support System

Machine Details and Technical Specifications:

1. **4 – Color Web Offset Press**

Paper size: from 5" to 18" RW, roll to fold, with printing and perforating cylinder of size 17", can print on carbonless paper

2. **Collating Machine**

Paper size: from 5" to 18" RW, can collate and number up to 6 ply

3. **Guillotine Cutter**

Cuts any forms, capable of cutting to single outs without damage especially on carbonless papers